

Job Announcement
General Manager LCO Country Store

Posting Date: February 11, 2016
Closing Date: Open until filled
Salary: Negotiable
Location: LCO Country Store
Supervision: LCO Business Manager and/or Tribal Governing Board
Department: LCO Business Administration
Administration: LCO Tribal Policies and Procedures

Position Summary:

The General Manager for the LCO Country Store will be responsible for the overall operations of the LCO Country Store including, but not limited to, staffing needs, financial performance, employee supervision, customer relations, and all other operational matters that may arise.

Qualifications:

1. Mature adult
2. Tribal preference applies
3. **Bachelor's degree** in business administration (or related management field) with a minimum of **three years** management experience or; **Associate degree** in business related field with **five years** management experience in **grocery store or retail** preferred.
4. Must be bondable under Tribes Bonding Policy during the course of employment with the LCO Tribe.
5. Must pass background check (s), and be willing to sign Authorization to Release Information to perform background check(s)
6. Must possess a valid WI Driver's License
7. Must have reliable transportation, including insurance coverage; the LCO Tribe reimburses mileage at the Federal Reimbursement Rate, currently \$.54 a mile.

Knowledge, Skills, and Abilities:

1. Knowledge of marketing process as it applies to grocery merchandising
2. Ability to plan, conduct, and participate in meetings to promote team based management
3. Able to communicate effectively both verbally and in writing
4. Knowledgeable of computer software programs such as Microsoft Word, Excel, and familiarity with POS systems.
5. Ability to effectively lead a team and manage personnel

Duties and Responsibilities:

1. Maintain confidentiality in all departmental matters and sign a confidentiality statement upon hiring
2. Provide operational and financial reports to the Business Manager or Tribal Governing Board as required or requested
3. Ensure financial success of the LCO Country Store through management of company resources including oversight of department managers, supervisors, assistants, and through direct contact with customers, vendors, and other interested persons
4. Assume full responsibility for the operations of the business including human resources, financial analysis, marketing, merchandising, and other business aspects routinely associated with managing a grocery store
5. Annually; set business goals and outline steps taken to achieve them
6. Maintain all credentials necessary to fulfill the position as General Manager

Application Procedure:

Submit complete LCO Employment Application, cover letter, résumé, at least three (3) professional references, and any other supportive documents.

Mail or Submit Application to:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W. Trepania Rd.

Hayward, WI 54843

Preference will extend first to Tribal Members then to other American Indians who meet the minimum qualifications of the position. This is in accordance with P.L. 93-638 and Federal Regulations on
“INDIAN PREFERENCE”